

BARDA Digital Resources TechWatch Meeting Request Process

Version 1.0

Creating a BDR Portal Account

Creating a BDR Portal Account

- Open browser* and navigate to the [BDR Portal](#).
- Within the BDR Portal homepage, select **"Create Account"**.
- Users will be redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **"Submit"**.

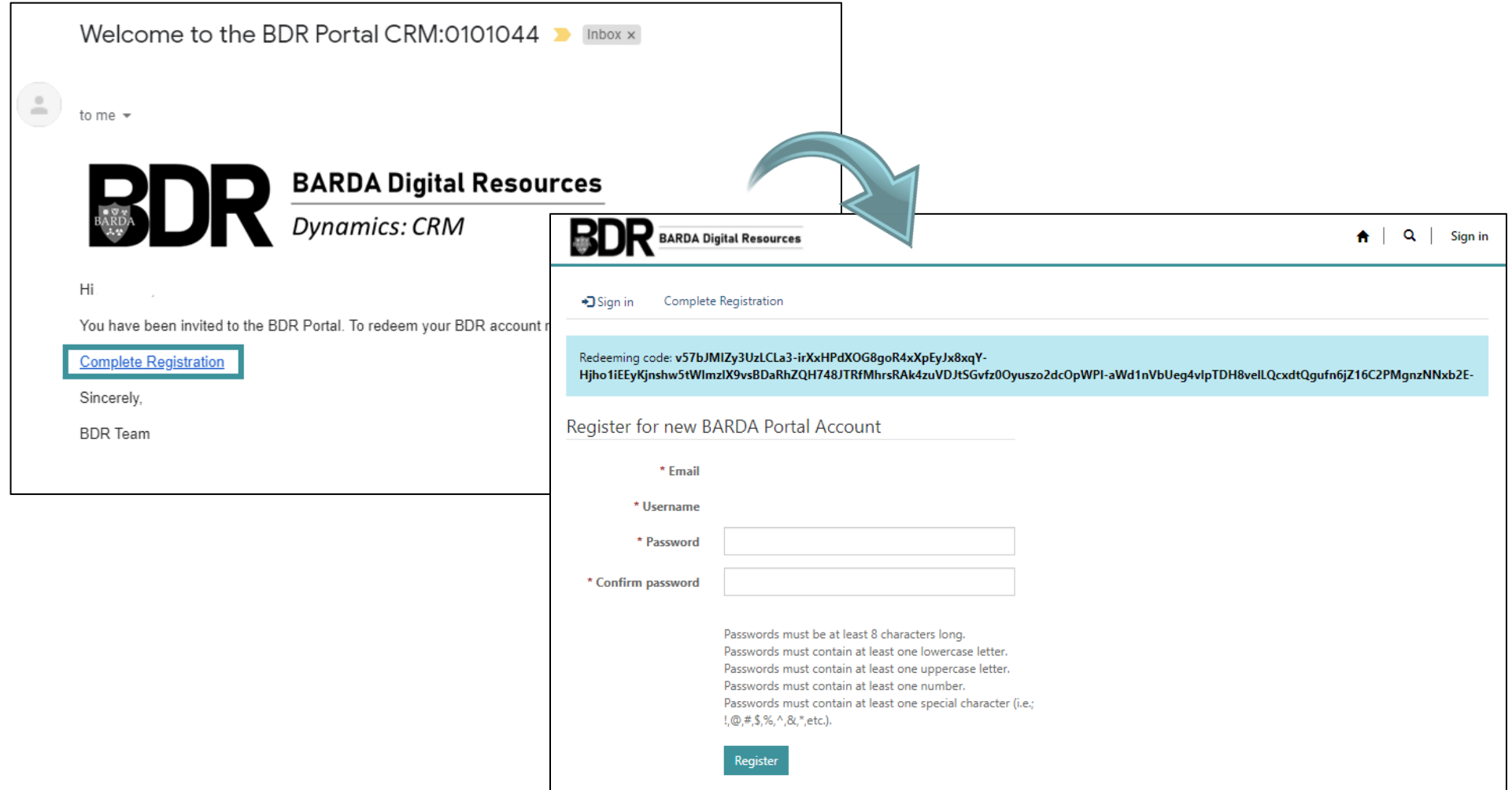
The top screenshot shows the BDR Portal homepage. The header includes the U.S. Department of Health & Human Services | Public Health Emergency logo and the BDR BARDA Digital Resources logo. The main heading is 'BARDA Digital Resources: Stakeholder Portal' with a subheading 'Welcome to BARDA's Stakeholder Portal!'. Below this, there are two buttons: 'Sign In' and 'Create Account'. A blue arrow points from the 'Create Account' button to the bottom screenshot.

The bottom screenshot shows the 'Register for new BARDA Portal Account' page. The header is the same as the top screenshot. The main heading is 'Register for new BARDA Portal Account'. Below this, there are four input fields: 'First Name *', 'Last Name *', 'Primary Email Address *', and 'Re-enter Email Address *'. There is also a 'Phone Number' field with a placeholder 'Provide a telephone number'. A blue arrow points from the 'Submit' button to the bottom right.

*For optimal experience, please use Google Chrome as your browser when accessing the BDR Portal

Confirming a BDR Portal Account

- Users will receive a system-generated email from the BDR portal with the subject “Welcome to the BDR Portal”.
- Select the link “**Complete Registration**” to complete the creation of your account.
- Create and confirm your password using the required criteria
- Select “**Register**”.



The diagram illustrates the process of confirming a BDR Portal account. It starts with an email invitation from the BDR portal. The email header says "Welcome to the BDR Portal CRM:0101044" and "Inbox x". The body of the email says "Hi" and "You have been invited to the BDR Portal. To redeem your BDR account". A blue box highlights the "Complete Registration" link. The email is signed "Sincerely, BDR Team". A large blue arrow points from the "Complete Registration" link in the email to the registration page. The registration page has a header with the BDR logo and "BARDA Digital Resources Dynamics: CRM". It has a navigation bar with "Sign in" and "Complete Registration". The main content area has a light blue box with a "Redeeming code: v57bJMIzy3UzLCLa3-irXxHPdXOG8goR4xXpEyJx8xqY-Hjho1iEEyKjnschw5tWlmzIX9vsBDaRhZQH748JTRfMhrsRAk4zuVDJtSGvfz00yuszo2dcOpWPI-aWd1nVbUeg4vlpTDH8veILQcxdTQgufn6jZ16C2PMgnzNNxb2E-". Below this is a section titled "Register for new BARDA Portal Account" with fields for "Email", "Username", "Password", and "Confirm password". The password fields have a note: "Passwords must be at least 8 characters long. Passwords must contain at least one lowercase letter. Passwords must contain at least one uppercase letter. Passwords must contain at least one number. Passwords must contain at least one special character (i.e.; !, @, #, \$, %, ^, &, *, etc.).". A "Register" button is at the bottom.

Welcome to the BDR Portal CRM:0101044 Inbox x

to me ▾

BDR BARDA Digital Resources
Dynamics: CRM

Hi

You have been invited to the BDR Portal. To redeem your BDR account

[Complete Registration](#)

Sincerely,
BDR Team

BDR BARDA Digital Resources Sign in

[Sign in](#) [Complete Registration](#)

Redeeming code: v57bJMIzy3UzLCLa3-irXxHPdXOG8goR4xXpEyJx8xqY-Hjho1iEEyKjnschw5tWlmzIX9vsBDaRhZQH748JTRfMhrsRAk4zuVDJtSGvfz00yuszo2dcOpWPI-aWd1nVbUeg4vlpTDH8veILQcxdTQgufn6jZ16C2PMgnzNNxb2E-

Register for new BARDA Portal Account

* Email

* Username

* Password

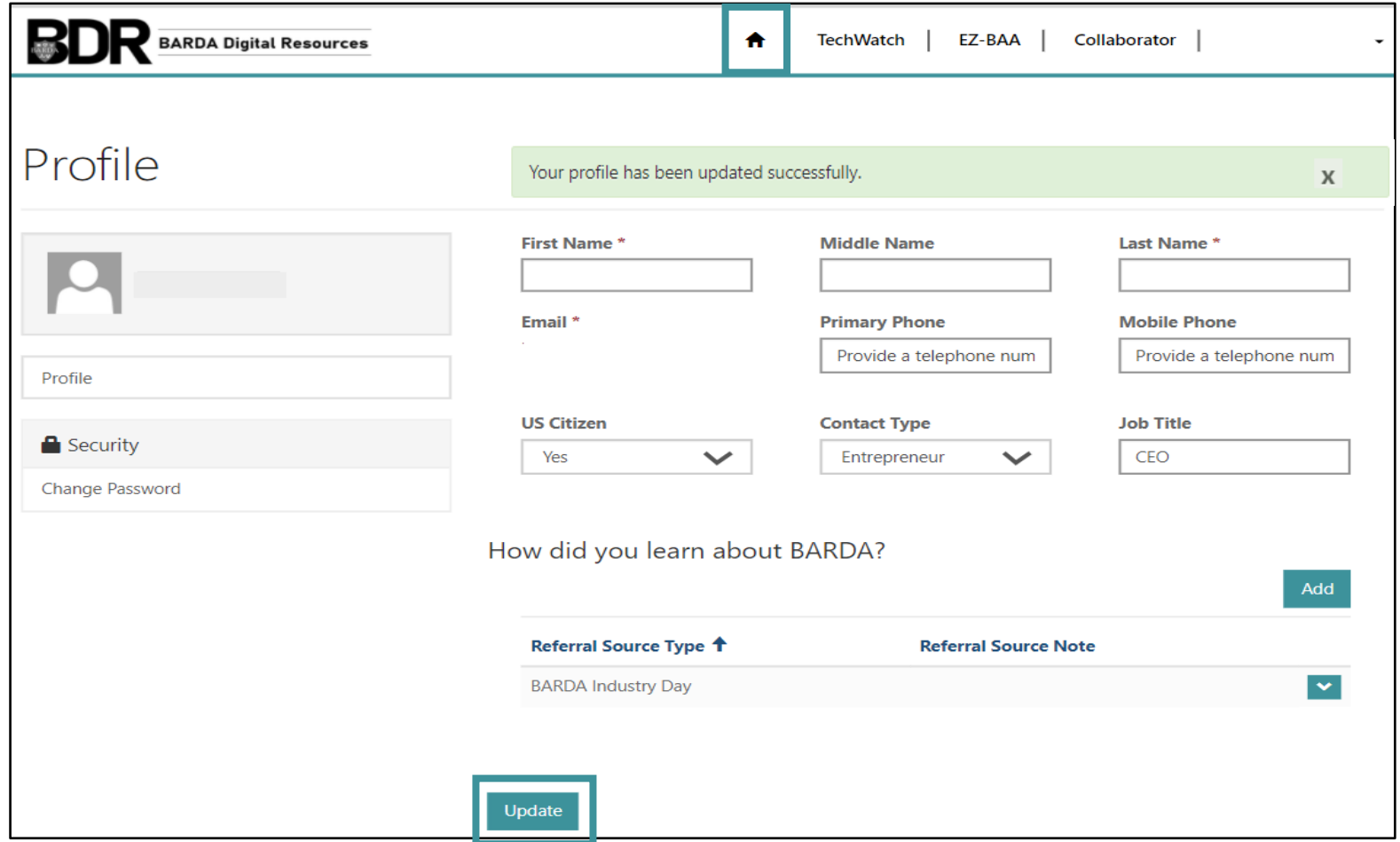
* Confirm password

Passwords must be at least 8 characters long.
Passwords must contain at least one lowercase letter.
Passwords must contain at least one uppercase letter.
Passwords must contain at least one number.
Passwords must contain at least one special character (i.e.; !, @, #, \$, %, ^, &, *, etc.).

Register

Creating a BDR Portal Profile

- After creating an account password, Users will be directed to their profile page.
- Users may update any of the presented fields at their discretion (not required).
- Select “**Update**”.
- A green notification will confirm your changed have been successfully saved.
- Select the “**Home**” icon to return to the BDR Portal landing page.



The screenshot displays the BDR Portal Profile page. At the top, the BDR logo and 'BARDA Digital Resources' text are visible. A navigation bar includes a home icon (highlighted with a red box), 'TechWatch', 'EZ-BAA', and 'Collaborator'. A green notification banner at the top right states 'Your profile has been updated successfully.' with a close button (X). The profile section includes a profile picture placeholder, a list of tabs (Profile, Security, Change Password), and a form with the following fields:

- First Name *
- Middle Name
- Last Name *
- Email *
- Primary Phone (Provide a telephone num)
- Mobile Phone (Provide a telephone num)
- US Citizen (Yes)
- Contact Type (Entrepreneur)
- Job Title (CEO)

Below the form, there is a section titled 'How did you learn about BARDA?' with an 'Add' button. A table lists referral sources:


Referral Source Type ↑	Referral Source Note
BARDA Industry Day	

The 'Update' button at the bottom is highlighted with a red box.

General BDR Portal Navigation

Logging into the BDR Portal

- After a User creates a BDR Portal account, they will be able to log-in by selecting “Sign in” at: <https://bdr.hhs.gov/>
- Users will first be required to enter their Username and Password, then select “Sign in”.
- Once a User has successfully entered their Username and Password, a security code will be sent to their e-mail address.
- Users will need to enter their assigned security code within the BDR security code page and select “verify”.



U.S. Department of Health & Human Services | Public Health Emergency

BDR BARDA Digital Resources



BARDA Digital Resources: Stakeholder Portal
Welcome to BARDA's Stakeholder Portal!
Sign in or create an account to engage with BARDA

[Sign in](#) [Create Account](#)


TechWatch Meeting Request
The USGS seeks information from stakeholders on available medical countermeasures in development. BARDA is particularly interested in products, technologies, and capabilities that have progressed into or beyond clinical trials, have established large-scale cGMP manufacturing capability, or utilize an approved platform.
These requests are for market research purposes only and are not considered submissions for potential funding.
[Learn More](#)

EZ-BAA
The Easy Broad Agency Announcement (EZ-BAA) sets forth areas of interest (AOIs) for the Division of Research, Innovation, and Ventures (DRIV) and seeks abstracts for efforts to develop revolutionary health security products, technologies, and innovations in order to increase the Government's capability and capacity to respond to national security health threats.
The EZ-BAA is for projects aligned with open AOIs, total funding under \$750,000, and including a cost-share element.
[Learn More](#)

Collaborator Portal
BARDA's portal for the exchange and sharing. Access is limited to funded partners and collaborators.
Existing funded partners and collaborators use this portal to upload contract deliverables, project updates, and other relevant documentation.
[Learn More](#)

Security Code for BDR Portal BARDA:0000001

 **BDR** BARDA Digital Resources
Dynamics: CRM

Thank you for requesting a security code to log in to the BDR Portal. Your security code is: 105170.

Sincerely,
BDR Team



BDR BARDA Digital Resources

[Sign in](#) [Complete Registration](#)

Sign in with your BARDA Portal account credentials

* Username

* Password

[Sign in](#) [Forgot your password?](#)

BDR BARDA Digital Resources

Enter security code

Code

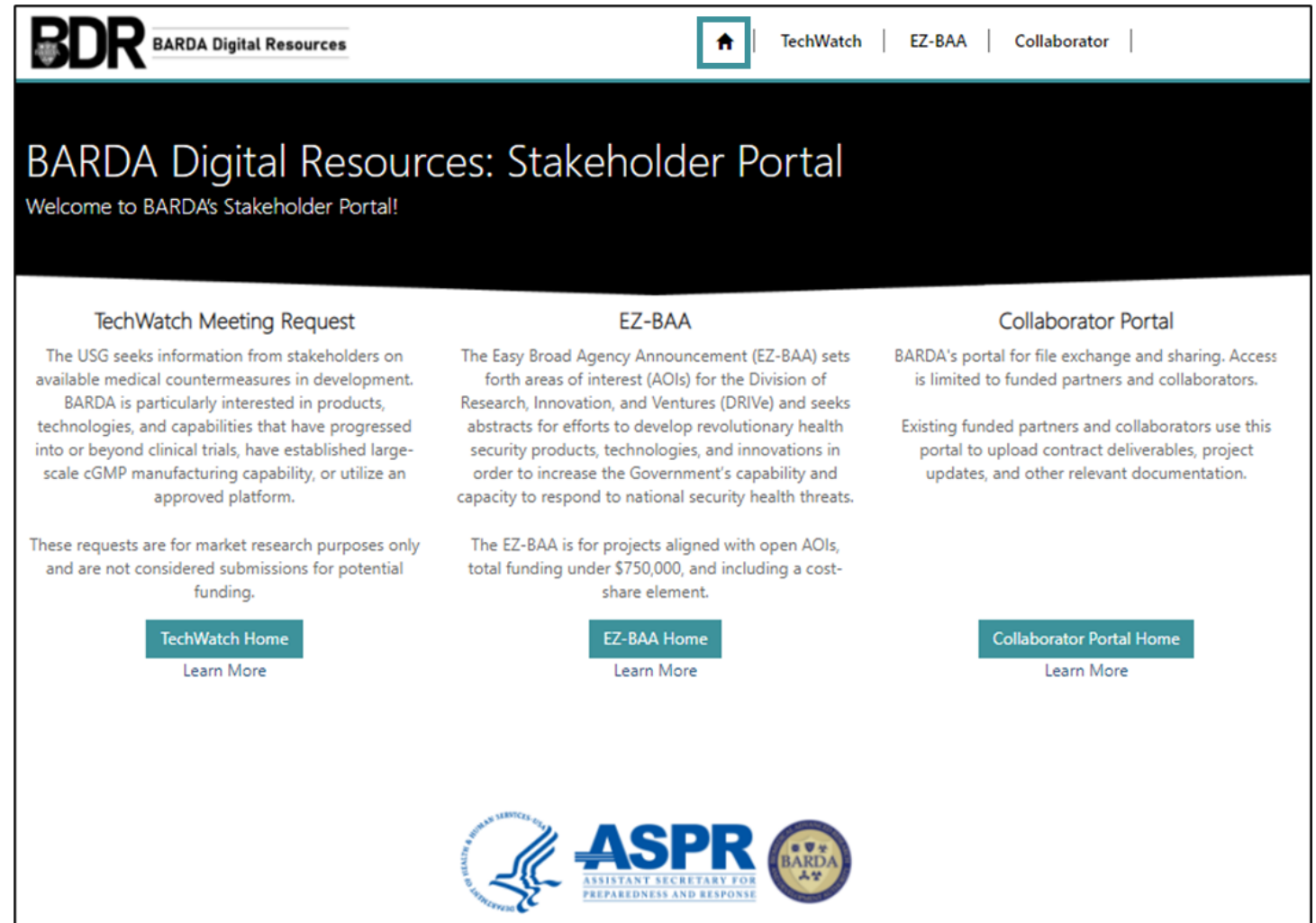
Please check your Inbox and Spam folders for the security code.

[Verify](#)

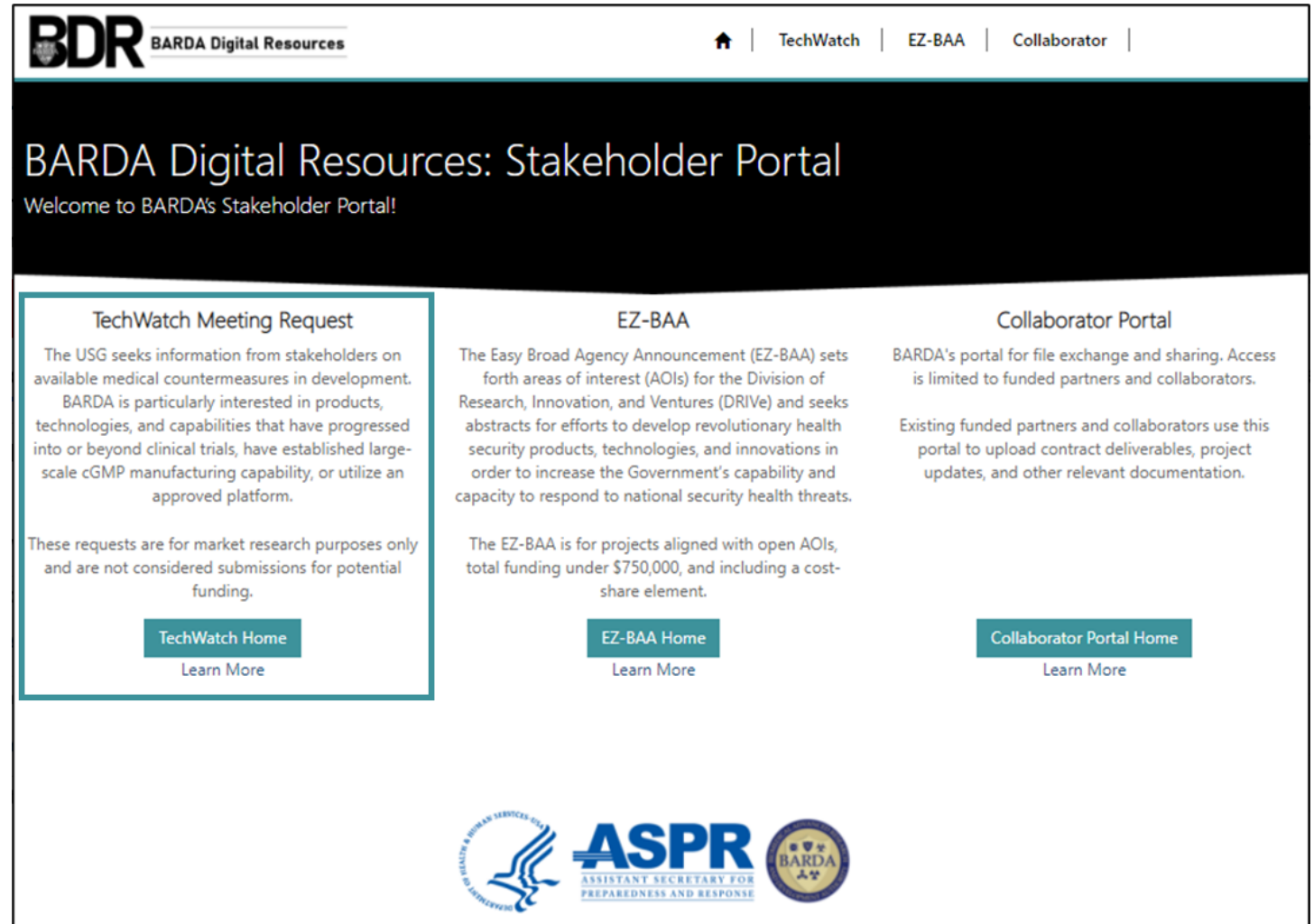
BDR Portal Landing Page

- After logging in, Users will be directed to the BDR Portal landing page.
- Within this landing page, Users will be able to access all the BDR project areas including:
 - TechWatch
 - EZ-BAA
 - Collaborator Portal
- Users can navigate back to the BDR Portal landing page by clicking the home icon on the top hand navigation toolbar.



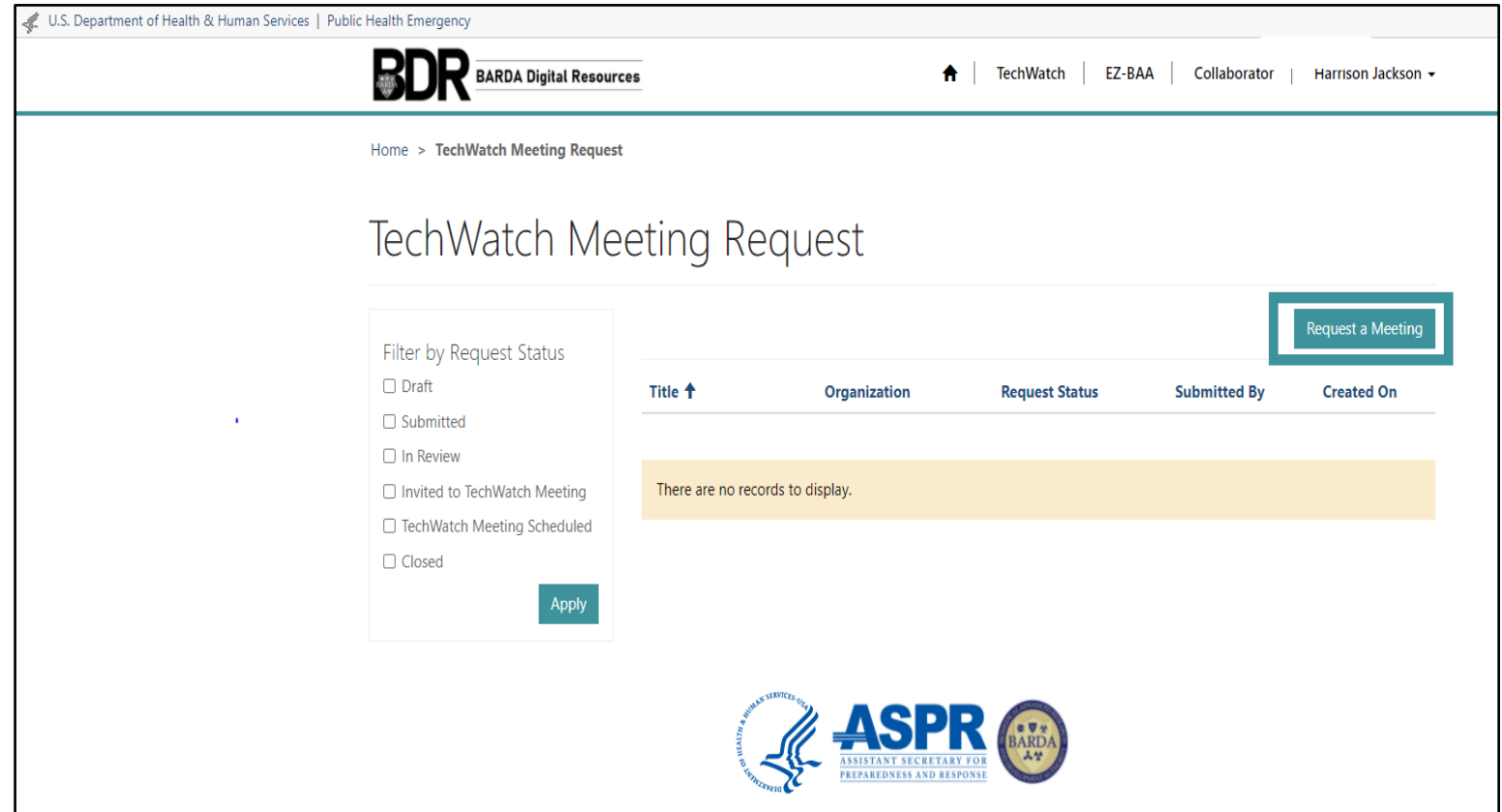
Navigating to the TechWatch Home

- After a User has signed in and been directed to the BDR Portal Landing Page, a User should select “**TechWatch Home**” to access their TechWatch Meeting Request Dashboard.



TechWatch Request Dashboard

- Once a User has successfully navigated to the TechWatch Home, a User will be presented with their TechWatch Meeting Request Dashboard.
- A User may review any meeting requests previously submitted through the BDR Portal and continue any in-progress requests from this page.
- For faster navigation and easier querying, a User may filter their requests by status within the left-hand filter menu.



The screenshot displays the TechWatch Meeting Request Dashboard. At the top, the header includes the U.S. Department of Health & Human Services | Public Health Emergency logo, the BDR BARDA Digital Resources logo, and a navigation bar with links for Home, TechWatch, EZ-BAA, Collaborator, and a user profile for Harrison Jackson. The main content area is titled 'TechWatch Meeting Request' and features a 'Request a Meeting' button in the top right corner. On the left, there is a 'Filter by Request Status' menu with checkboxes for Draft, Submitted, In Review, Invited to TechWatch Meeting, TechWatch Meeting Scheduled, and Closed, with an 'Apply' button at the bottom. The main table area has a header with columns: Title (with an upward arrow), Organization, Request Status, Submitted By, and Created On. Below the header, a yellow message box states 'There are no records to display.' The footer of the dashboard includes the Department of Health & Human Services logo, the ASPR Assistant Secretary for Preparedness and Response logo, and the BARDA logo.

Submitting a TechWatch Meeting Request

Submitting a TechWatch Meeting Request

- In order to initiate a new TechWatch Meeting Request, a User should select **“Request a Meeting”** within their TechWatch Meeting Request Dashboard.



TechWatch – About Tab

- In the **About** tab, Users “**About You/Basic Info**” will auto-populate from their profile data. Users will be able to either confirm or modify this information.
- To complete the required information for this tab, a User will need to confirm the organization they are submitting the abstract on behalf of.
- The User will be able to select an existing organization through the organization dropdown or associate a new organization using the “**Find an Organization**” option.

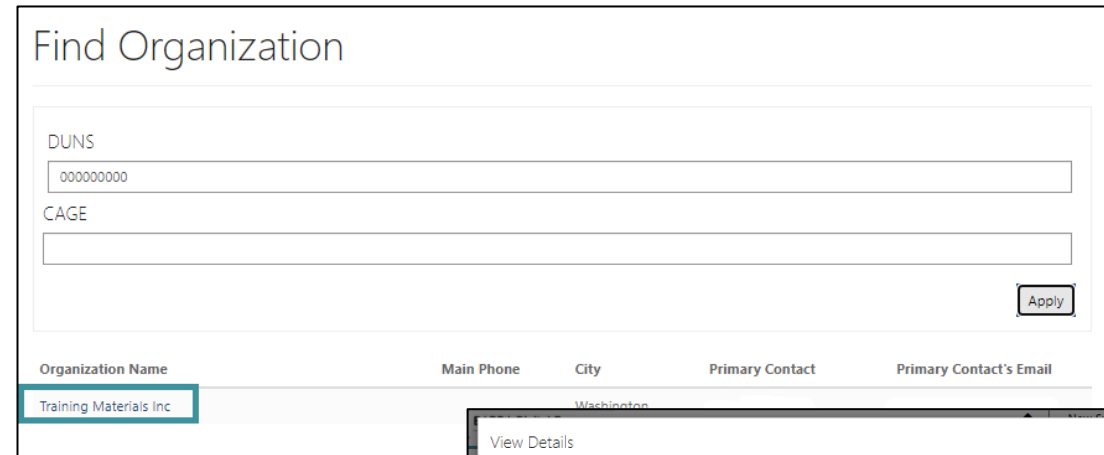
The screenshot shows the 'TechWatch Meeting Request' form in the 'About' tab. The form is titled 'TechWatch Meeting Request' and has a navigation bar with tabs: About, Contact, Organization, Funding, Product, TechWatch, Documents, and Summary. The 'About' tab is selected. Below the navigation bar is a 'Next' button. The form is divided into two columns. The left column is titled 'About You / Basic Info' and contains fields for First Name, Last Name, Email, US Citizen? (a dropdown menu with 'Yes' selected), and a 'Next' button at the bottom. The right column contains fields for Organization (a dropdown menu with a search icon), Phone (a text field with placeholder text 'Provide a telephone number'), Job Title, and Contact Type (a dropdown menu). At the bottom of the form, there is a question 'Are you submitting this request on behalf of another organization/attendee?' with radio buttons for 'No' (selected) and 'Yes'.

About: Finding an Existing Organization

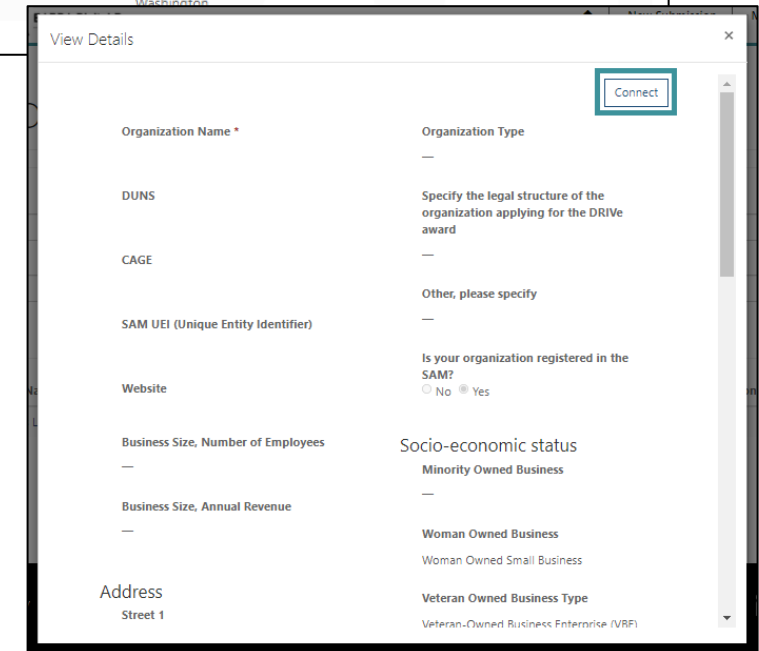
- When a User selects “**Find an Organization,**” they will be given two options:
 - Find an Organization that already exists within the BARDA database.
 - Add a new Organization.

Find an existing Organization:

- Users will search using the DUNS and/or CAGE number for the Organization.
- If the Organization record already exists, the Organization name and information will populate in a table below the search menu.
- To associate, a User should select the Organization name, and select “**Connect**” within the subsequent popup menu.



The 'Find Organization' form contains two input fields: 'DUNS' with the value '000000000' and 'CAGE' which is empty. An 'Apply' button is located at the bottom right of the form. Below the form is a table with the following headers: 'Organization Name', 'Main Phone', 'City', 'Primary Contact', and 'Primary Contact's Email'. The first row of the table shows 'Training Materials Inc.' under the 'Organization Name' column and 'Washington' under the 'City' column.



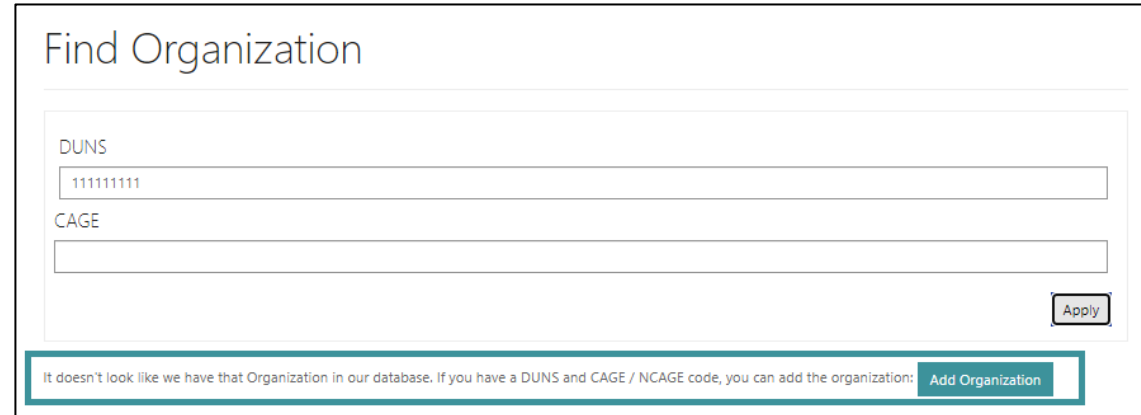
The 'View Details' popup form displays various fields for an organization. On the left side, the fields are: 'Organization Name *' (with 'Training Materials Inc.'), 'DUNS' (with '000000000'), 'CAGE' (empty), 'SAM UEI (Unique Entity Identifier)' (empty), 'Website' (empty), 'Business Size, Number of Employees' (empty), 'Business Size, Annual Revenue' (empty), and 'Address' (with 'Street 1'). On the right side, the fields are: 'Organization Type' (empty), 'Specify the legal structure of the organization applying for the DRIVE award' (empty), 'Other, please specify' (empty), 'Is your organization registered in the SAM?' (with radio buttons for 'No' and 'Yes'), 'Socio-economic status' (with options for 'Minority Owned Business', 'Woman Owned Business', and 'Woman Owned Small Business'), and 'Veteran Owned Business Type' (with 'Veteran-Owned Business Enterprise (VBE)'). A 'Connect' button is located at the top right of the popup.

About: Adding a New Organization

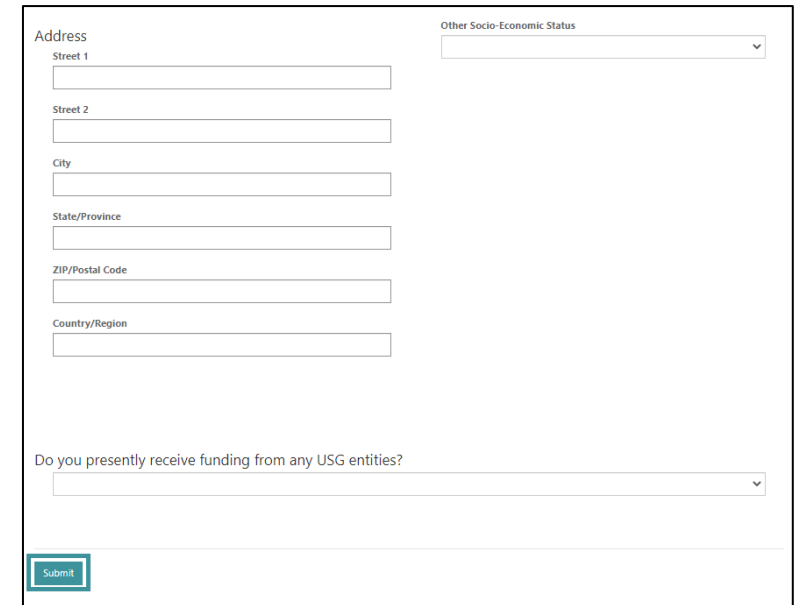
- When a User selects “**Find an Organization,**” they will be given two options:
 1. Find an Organization that already exists within the BARDA database.
 2. Add a new Organization.

Add a new organization:

- Users will search using the DUNS and/or CAGE number for the Organization.
- If the Organization does not exist, a User will be given the option to “**Add Organization**” below the search menu.
- To add the Organization record, Users must populate the required Organization data within the presented popup window, then select “**Submit**” at the bottom of the window.



The 'Find Organization' form contains two input fields: 'DUNS' with the value '111111111' and 'CAGE' which is empty. An 'Apply' button is located to the right of the CAGE field. Below the form, a message states: 'It doesn't look like we have that Organization in our database. If you have a DUNS and CAGE / NCAGE code, you can add the organization:'. To the right of this message is an 'Add Organization' button.



The 'Add Organization' form is divided into two main sections. The left section, titled 'Address', includes input fields for 'Street 1', 'Street 2', 'City', 'State/Province', 'ZIP/Postal Code', and 'Country/Region'. The right section, titled 'Other Socio-Economic Status', features a dropdown menu. Below these sections is a question: 'Do you presently receive funding from any USG entities?' with a corresponding dropdown menu. A 'Submit' button is positioned at the bottom left of the form.

About: Submitting Request on Behalf of Another Organization/Attendee

- After a User has added their organization to the request record, a User must answer if they are submitting the meeting request on behalf of another organization or attendee.
 - If Yes, Users must provide contact information for the product stakeholder who will be attending the meeting.
- After entry and review is complete, the User should select “**Next**”.




Are you submitting this request on behalf of another organization/attendee?

☐ No ☒ Yes

Please provide contact info for the product stakeholder who will be attending the meeting.

Organization Name *	Organization Website
<input type="text"/>	<input type="text"/>
First Name *	Phone
<input type="text"/>	<input type="text" value="Provide a telephone number"/>
Last Name *	Job Title
<input type="text"/>	<input type="text"/>
Email *	
<input type="text"/>	
US Citizen? *	
<input type="text" value="v"/>	

[Next](#)

TechWatch – Contact Tab

- Within the **Contact** tab, Users will be able to provide Contact-related information.
- Some fields will pre-populate based on the User's profile; however, the information can be updated on this screen.
- After entry and review is complete, Users should select “**Next**”.

TechWatch Meeting Request

[About](#) [Contact](#) [Organization](#) [Funding](#) [Product](#) [TechWatch](#) [Documents](#) [Summary](#)




How did you learn about the TechWatch program? (Check all that apply)

☒ BARDA Industry Day
☐ DRIVE Event
☒ News Article or Blog
☐ DRIVE Website
☐ DRIVE Accelerator
☐ BARDA via MedicalCounterMeasures.gov or PHE.gov
☐ Advocacy Group
☒ A Colleague
☐ Social Media
☐ Scientific Conference
☐ Scientific Publication

Do you wish to be added to the BARDA marketing mailing list?

☐ No ☒ Yes

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TechWatch – Organization Tab

- Within the **Organization** tab, Users will be able to provide their Organization-related data.
- Some Organization data will pre-populate based on the Organization record within the BARDA database; however, this data can be modified when submitting a TechWatch Meeting Request.
- After entry and review is complete, Users should select **“Next”**.

TechWatch Meeting Request

[About](#) [Contact](#) [Organization](#) [Funding](#) [Product](#) [TechWatch](#) [Documents](#) [Summary](#)

Please enter the primary worksite address for the organization.

Street 1
100 Independence Avenue, S.W.

Street 2

City
Washington

State/Province
District of Columbia

Postal Code
20201

Country
United States

Please provide your organization type
Biopharmaceutical

Specify the legal structure of the organization
Federally Funded Research and Development Center

Please provide the socio-economic status of your organization, if applicable.

Minority Owned Business
Black American Owned

Woman Owned Business
Woman Owned Business

How many employees does your organization have?
10-49 Employees

What is your organization's annual revenue?
\$1M < \$10M

Is your organization registered in SAM?
☒ No ☐ Yes

SAM UEI (Unique Entity Identifier)
0011ABC12345

Please specify a DUNS Number
000000000

Please specify a CAGE Code
111111111

Specify the NAICS Code
541713

Veteran Owned Business
Veteran-Owned Business Enterprise (VBE)

Other Socio-Economic Status
N/A

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TechWatch – Funding Tab

- Within the **Funding** tab, Users will be able to provide their funding-related data.
- After entry and review is complete, Users should select “**Next**”.
- **Please Note: BARDA cannot discuss topics currently in the procurement process or proposals being evaluated by BARDA that are relevant to this product.**
 - If a User answers “Yes” to the question “*Do you have any pending submissions for grants or contracts with BARDA that pertain to THIS product*”, a User will not be able to submit the meeting request.

TechWatch Meeting Request

[About](#) ✓ [Contact](#) ✓ [Organization](#) ✓ **Funding** [Product](#) [TechWatch](#) [Documents](#) [Summary](#)

Do you have any pending submissions for grants or contracts with BARDA that pertain to THIS product?

☒ No ☐ Yes

Do you have current USG funding for this product?

☒ No ☐ Yes




Do you have any pending submissions for grants or contracts with BARDA that pertain to ANY product?

☐ No ☒ Yes

Please specify the pending contract or grant name. *

Any planned submissions related to this product may result in a delay of your meeting request being reviewed. BARDA cannot discuss topics currently in the procurement process or proposals being evaluated by BARDA during the TechWatch meeting.

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TechWatch – Product Tab

- Within the **Product** tab, Users will be able to provide their product-related data.
- Users should provide the following Product Details:
 - Product Type
 - Product Sub-Types
 - Proprietary Name
 - Non-Proprietary Name
 - Product URL (if applicable)
- A User can add multiple Product Sub-Types by searching in the query window.
- To search on partial text, use the asterisk (*) wildcard character.

TechWatch Meeting Request

About ✓ Contact ✓ Organization ✓ Funding ✓ **Product** TechWatch Documents Summary

All submissions to BARDA Digital Resources are voluntary and are for information only. Submission of complete information may facilitate the routing of your request to the most appropriate subject matter expert(s).

Entities with an abstract, white paper, or proposal currently under review for any ASPR solicitation are not eligible to schedule a TechWatch meeting related to that submission. If you have concerns regarding your eligibility, please raise them with the TechWatch team as soon as possible: TechWatchInbox@hhs.gov.

Please note: TechWatch requests are for market research purposes only and are not considered submissions for potential funding.

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Product Details

Product Type * Therapeutic

Proprietary Name * Meddy

Non-Proprietary Name * Meddy Help

Product Sub-Types

Add Product Sub-Types

Product Sub-Type ↑ Product Type

Antibiotic	Therapeutic
Anti-toxin	Therapeutic
Anti-viral	Therapeutic

Please include a development, pre-clinical, or regulatory update overview. If market site locations, and

Product URL https://

Add one or more Product Sub-Types from the list below

To search on partial text, use the asterisk (*) wildcard character.

Search

Product Sub-Type ↑	Product Type
<input type="checkbox"/> Antibiotic	Therapeutic
<input type="checkbox"/> Anti-inflammatory	Therapeutic
<input type="checkbox"/> Anti-toxin	Therapeutic
<input type="checkbox"/> Anti-viral	Therapeutic
<input type="checkbox"/> Blood product	Therapeutic
<input type="checkbox"/> Blood product substitute	Therapeutic

Selected records

Add Cancel

TechWatch – Product Tab (Continued)

- Users should provide the “**FDA Indications or Uses**” related data.
- Users has a 500-character limit within the Indication, Use, Enhancement (IUE) Description

[illegible]

TechWatch – Product Tab (Continued)

- Users will be able to provide details on the specific threat agent or DRiVe program relevant to their product.
- Users can add one or more Threat Area or DRiVe Program by clicking “**Add Threat Areas**” or “**Add DRiVe Programs**” and searching in the query window.
- After entry and review is complete, Users should select “**Next**”.

The screenshot displays the 'TechWatch – Product Tab' interface. The main form includes fields for 'Category Of Threat Area' (set to 'Biological'), 'Specific Threat Agent' (with 'Coronavirus' entered), 'Relevant DRiVe Program (if applicable)' (with 'DRiVe Challenges' selected), 'Technology Readiness Level' (set to 'TRL 9: Post-Licensure and post-approval activities'), and 'Source Of Sample For Testing' (with 'Blood' and 'Urine' selected). The 'Add Threat Areas' button is highlighted with a red box. Below the main form, the 'Add Threat Areas' modal window is open, showing a list of threat areas with checkboxes. The 'Add DRiVe Programs' modal window is also open, showing a list of DRiVe programs with checkboxes. Both modal windows have search bars and 'Add' and 'Cancel' buttons. Arrows indicate the flow from the main form to the modal windows.

Category Of Threat Area *

Biological

Specific Threat Agent

Name ↑

Threat Area Group

Coronavirus

Biological

Add Threat Areas

Relevant DRiVe Program (if applicable)

Selected DRiVe Programs

DRiVe Program ↑

DRiVe Challenges

Technology Readiness Level *

TRL 9: Post-Licensure and post-approval activities.

Source Of Sample For Testing

☒ Blood ☐ Sputum

☒ Urine ☐ Other

☐ Stool

Previous Next

Add one or more Threat Areas from the list below

Search

✓ Name ↑

Threat Area Group

☐ Anthrax Biological

☐ Antimicrobial Resistance Biological

☐ Botulism Biological

☐ Coronavirus Biological

☐ COVID-19 Biological

☐ Glanders Biological

Selected records

Add Cancel

Select one or more DRiVe Programs from the list below

Search

✓ DRiVe Program ↑

☐ BARDA Ventures

☐ Beyond the Needle

☐ Bringing Laboratory Testing to the Home

☐ COVID-19 Host targeted algorithms, diagnostics, wearables

☐ Digital Health Tools for Pandemic Preparedness

☐ DRiVe Challenges

Selected records

Add Cancel

TechWatch – TechWatch Tab

- Within the **TechWatch** tab, Users will be able to provide additional details that will assist in appropriately routing the meeting request submission.

TechWatch Meeting Request

[About ✓](#)[Contact ✓](#)[Organization ✓](#)[Funding ✓](#)[Product ✓](#)[TechWatch](#)[Documents](#)[Summary](#)

Does your meeting request relate to an active BARDA EZ-BAA Area of Interest (AOI) or program area?

☐ No ☒ Yes

Please select the related Area Of Interest (AOI). *

Does your meeting request relate to an active BARDA BAA Area of Interest (AOI) or program area?

☐ No ☒ Yes

Please select the related Area Of Interest (AOI). *

Does this meeting request include proprietary, confidential, or trade secret information?

☐ No ☒ Yes

It is the responsibility of the submitter to mark all proprietary, confidential, or trade secret material appropriately. If you are submitting any of this material, please ensure that it is marked appropriately prior to submission. Please be aware that all authorized Site Administrators, Network Administrators, Agency Administrators, and Subject Matter Experts may have access to this information. This information is, however, not releasable to the Public.

TechWatch – TechWatch Tab (Continued)

- Within this tab, Users can add all other product stakeholders who will be attending the TechWatch Meeting.
- To add additional product stakeholders to the meeting, Users can select “**Add a New Meeting Participant**” to provide the high-level contact information for the participants.
- After entry and review is complete, Users should select “**Next**”.

What are your key objectives for the meeting?

Primary *

Secondary

Tertiary

All meeting requests are routed to BARDA by default, if you are interested in routing your request to NIH as well please select the checkbox. Please ensure that the requestor has not selected an entity which is currently competing for a contract under an active solicitation issued in accordance with the Federal Acquisition Regulation (FAR 15.3).

☐ No ☒ Yes

Please add all other product stakeholders who will be attending the meeting including their job title, organization and contact information.

[Add a New Meeting Participant](#)

Full Name	Job Title	Organization	Email Address	US Citizen?
There are no records to display.				

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Create

Please enter the following information for your TechWatch Meeting Participant

First Name *

Last Name *

Job Title

Organization

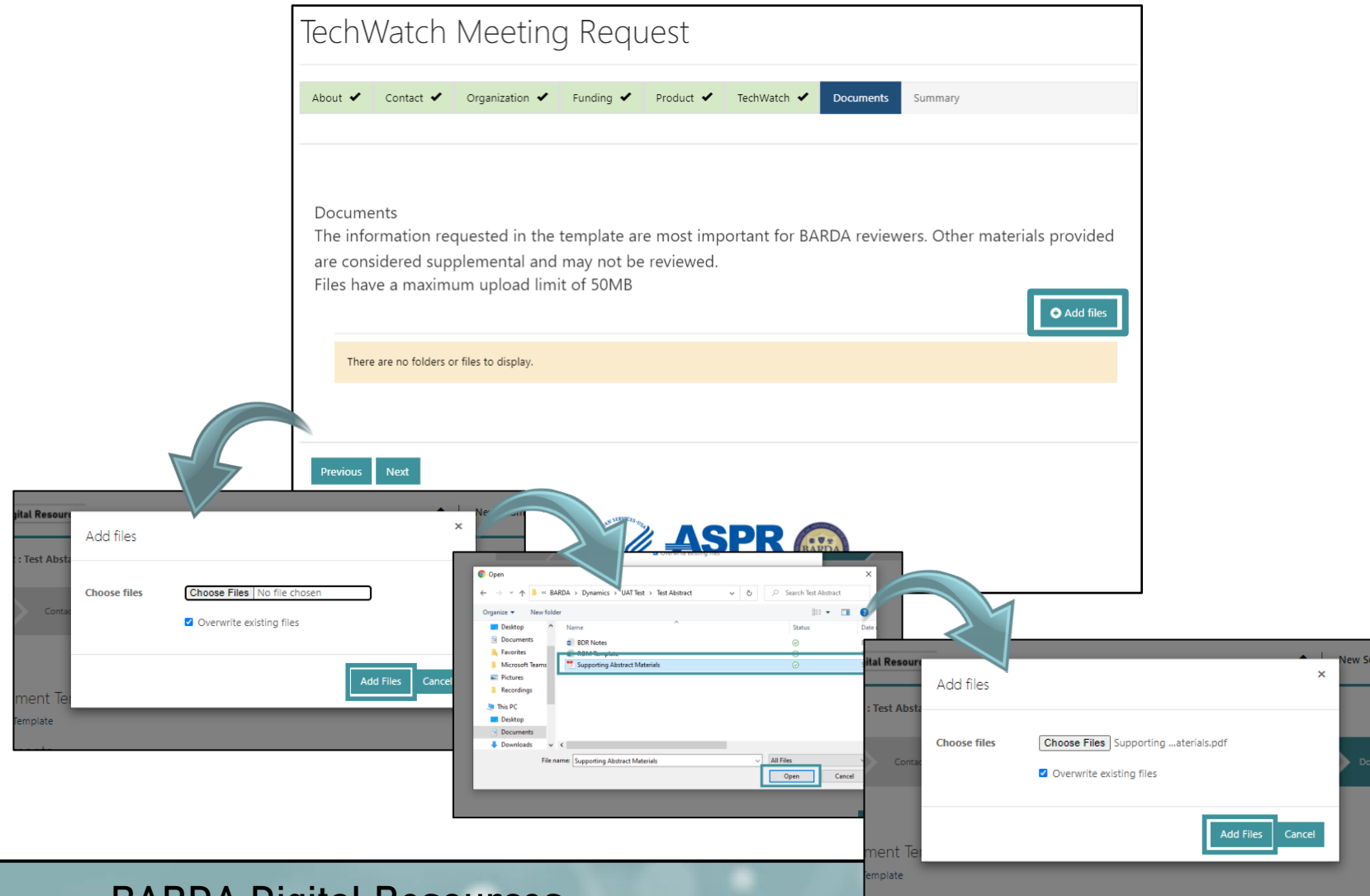
Email Address *

US Citizen? *

[Submit](#)

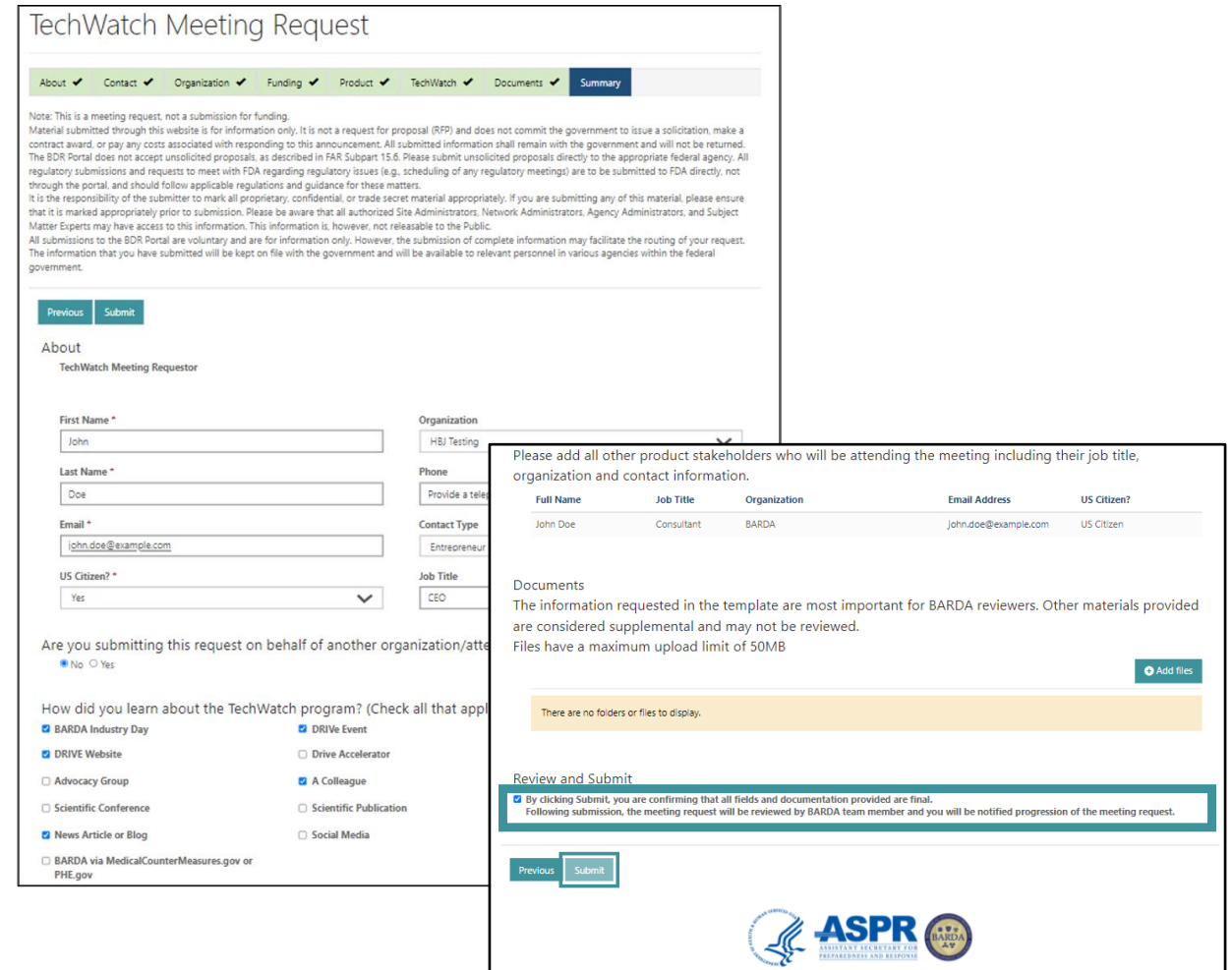
TechWatch – Documents Tab

- Within the **Documents** tab, Users will be able to upload documents relevant to their TechWatch Meeting Request.
- To add files, Users should take the following steps:
 - Select **"Add files"**
 - Select **"Choose file"**
 - Locate file(s) and select **"Open"**
 - Confirm file has been added to the **"Add files"** widow. Click **"Add Files"**
- Please limit your supporting documents to the following file types:
Word (.docx), Excel (.xlsx), PowerPoint (.pptx), Project (.mppx), PDF (.pdf).



TechWatch – Summary Tab

- Within the **Summary** tab, Users will be able to review all data and documents that have been inputted throughout the meeting request entry.
- Users should review the summary data, ensuring at a minimum that the required data fields are accurate and populated.
- After the review is complete, Users should confirm that the request data is accurate and complete via the checkbox at the bottom of the tab and select **“Submit”**.



The screenshot displays the 'TechWatch Meeting Request' interface, specifically the 'Summary' tab. The top navigation bar includes links for About, Contact, Organization, Funding, Product, TechWatch, Documents, and Summary, with 'Summary' being the active tab. A detailed note is provided, stating that the submission is for information only and not a request for funding or a contract award. Below this, a 'Previous' and 'Submit' button pair is visible. The 'About' section contains fields for 'First Name' (John), 'Last Name' (Doe), 'Email' (john.doe@example.com), 'US Citizen?' (Yes), 'Organization' (HBI Testing), 'Phone' (Provide a telephone number), 'Contact Type' (Entrepreneur), and 'Job Title' (CEO). A checkbox asks if the request is submitted on behalf of another organization, with 'No' selected. A section titled 'How did you learn about the TechWatch program?' lists various sources, with 'BARDA Industry Day', 'DRIVE Website', 'News Article or Blog', and 'DRIVE Event' checked. A 'Review and Submit' section contains a confirmation checkbox and text. At the bottom, there are logos for BARDA, ASPR, and the Department of Health and Human Services.

TechWatch Meeting Request

About ✓ Contact ✓ Organization ✓ Funding ✓ Product ✓ TechWatch ✓ Documents ✓ Summary

Note: This is a meeting request, not a submission for funding. Material submitted through this website is for information only. It is not a request for proposal (RFP) and does not commit the government to issue a solicitation, make a contract award, or pay any costs associated with responding to this announcement. All submitted information shall remain with the government and will not be returned. The BDR Portal does not accept unsolicited proposals, as described in FAR Subpart 15.6. Please submit unsolicited proposals directly to the appropriate federal agency. All regulatory submissions and requests to meet with FDA regarding regulatory issues (e.g., scheduling of any regulatory meetings) are to be submitted to FDA directly, not through the portal, and should follow applicable regulations and guidance for these matters. It is the responsibility of the submitter to mark all proprietary, confidential, or trade secret material appropriately. If you are submitting any of this material, please ensure that it is marked appropriately prior to submission. Please be aware that all authorized Site Administrators, Network Administrators, Agency Administrators, and Subject Matter Experts may have access to this information. This information is, however, not releasable to the Public. All submissions to the BDR Portal are voluntary and are for information only. However, the submission of complete information may facilitate the routing of your request. The information that you have submitted will be kept on file with the government and will be available to relevant personnel in various agencies within the federal government.

Previous Submit

About
TechWatch Meeting Requestor

First Name *
John

Last Name *
Doe

Email *
john.doe@example.com

US Citizen? *
Yes

Organization
HBI Testing

Phone
Provide a telephone number

Contact Type
Entrepreneur

Job Title
CEO

Are you submitting this request on behalf of another organization/attorney?
☒ No ☐ Yes

How did you learn about the TechWatch program? (Check all that apply)

☒ BARDA Industry Day ☒ DRIVE Event
☒ DRIVE Website ☐ Drive Accelerator
☐ Advocacy Group ☒ A Colleague
☐ Scientific Conference ☐ Scientific Publication
☒ News Article or Blog ☐ Social Media
☐ BARDA via MedicalCounterMeasures.gov or PHE.gov

Please add all other product stakeholders who will be attending the meeting including their job title, organization and contact information.

Full Name	Job Title	Organization	Email Address	US Citizen?
John Doe	Consultant	BARDA	john.doe@example.com	US Citizen

Documents
The information requested in the template are most important for BARDA reviewers. Other materials provided are considered supplemental and may not be reviewed. Files have a maximum upload limit of 50MB

Add files

There are no folders or files to display.

Review and Submit

☒ By clicking Submit, you are confirming that all fields and documentation provided are final. Following submission, the meeting request will be reviewed by BARDA team member and you will be notified progression of the meeting request.

Previous Submit

ASPR
Assistant Secretary for
Preparedness and Response

TechWatch – Summary Complete

- After a User has completed the TechWatch Meeting Request submission process, they will be directed back to the TechWatch Meeting Request dashboard.
- Users will be able to view their submission details from the Meeting Request dashboard.
- The “**Request Status**” will be updated as the submission moves through the BARDA review process.

Home > TechWatch Meeting Request

TechWatch Meeting Request

[Request a Meeting](#)

Filter by Request Status

- ☐ Draft
- ☐ Submitted
- ☐ In Review
- ☐ Invited to TechWatch Meeting
- ☐ TechWatch Meeting Scheduled
- ☐ Closed

[Apply](#)

Title ↑	Organization	Request Status	Submitted By	Created On
BDR-TW-2022-1022		Submitted		3/15/2022 9:57 AM





Questions?

*For any assistance using the BDR Portal, please reach out to
BDR_Admin_Inbox@hhs.gov*